February, 11 2015

Mr. Moses Hampton

Talbot Thingamajig, Inc.

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton:

I hope you are well.  I am writing to be considered for an overseas assignment with Talbot Thingamajig, Inc.  Specifically, I am requesting to be assigned to help open a branch of the company in Russia .  I chose to study Russian in my training course because I already know an abundant amount of knowledge about the Russian culture.

Over the course of the next 7 ½ weeks, I expect to learn about Russia’s culture, food, business etiquette and some important phrases in Russian.  Having this knowledge will help me for when I am sent to Russia so I can fit in with the crowd and be more productive.

Lastly, I think I would be a great addition to this team because I have been on the honor roll every year during middle school, I volunteer at every Pancake breakfast, spaghetti dinner and retreat for St. catherine of Sweden Church. As you can see I am a hard working and smart person.

Thank you for your time and consideration.  I look forward to hearing from you soon.

Sincerely,

Bradley Rushmore

4677 Vitullo drive

Pittsburgh Pennsylvania 15101